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14 APR 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Report on Elimination of Inactive Records

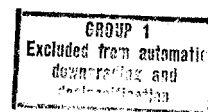
25X1 In compliance with HN the following information concerning the elimination of inactive records in the Office of Security is submitted:

1. Of an estimated 11,500 cubic feet of Security records on hand, the Office of Security has to date removed 2,300 cubic feet (20%) of inactive records from its offices and stored them in less costly Records Center facilities. (According to the calculations provided by the CIA Records Administration Staff in August 1963, this action represents a savings to the Agency of more than \$120,000 per year.)

2. Review and revision of the Records Retention Schedule has already permitted 10% of that inactive volume to be removed from Records Center storage for destruction or transfer.

3. The existing Records Disposal Control Schedule for the Office of Security has been undergoing review and revision during the last several months and has been completed for seven components. Drafts for three others are being studied. The remaining five units have been requested to complete this revision as soon as possible.

4. The retirement and destruction of inactive records is a continuing program in this Office and its activity this year exceeds the same period of last year.

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5. Copies of HN [] were distributed to all components for compliance. Attached is a copy of an internal memo circulated to all Office of Security components reminding them of their responsibility with regard to compliance with HN []

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Executive Officer
Office of Security

Attachment:

As stated

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